

Financial Analyst Job Description

Reports to: Executive Director

Objective: The main objective of the Financial Analyst is to maintain accurate records of financial transactions, ensure all bills are paid on time, receipt donations, run payroll, and assist with the organization of the center. This position requires a high level of dedication, honesty and integrity.

Responsibilities include, but are not limited to:

Financial

- Calculate employee wages from time cards and prepare checks for bi-weekly payroll
- Process and file payroll taxes accurately and on time
- Prepare and distribute W2's according to applicable laws
- Compile end of year 941 information and give it to accountants
- Ensure purchase orders have been completed and pay bills on time
- Count, record, and deposit donations into the bank. (Note: For integrity reasons, two staff members approved by the Executive Director must be present to open donations.)
- Create and send donation receipts
- Perform budget maintenance and print reports
- Maintain accurate donor database in Microsoft Access and print newsletter labels
- Prepare financial reports for board and staff meetings
- Maintain an organized, current file system for all financial records and reports
- Store all permanent records and records from previous years in a clearly identified, easily retrievable manner
- Follow established procedure for documenting and receipting all donors
- Maintain all ministry accounts and ensure they are in good standing
- Assist auditor with biennial audits
- Maintain e-giving program and create reports
- Assist with annual Walk for Life, Banquet, and other fundraisers, as needed and/or requested by the Executive Director
- Attend any required trainings
- Accurately record all financial transactions
- Reconcile and balance accounts
- Pick up mail, when needed
- Keep the Executive Director apprised of all pertinent financial information, including events, activities, problems, or changes.
- Maintain a thorough and accurate desk procedures manual
- Perform other duties as requested by the Executive Director

Center Services

- Ensure mail and donations are delivered to the main office in a timely manner
- Work with Office Manager to organize the center storage areas, boutique, and records
- Open and close building, when needed
- Maintain building key list
- Be on the security call list
- Maintain material donation process and process material donations, as needed
- Answer doors, as needed

Cleaning

- Maintain their own office, the chapel, and front foyer
- All staff are responsible for cleaning the downstairs bathrooms and kitchen prior to an event

Education, Experience, and Skills required

- Proficiency in Quickbooks, Microsoft Word, Excel, Publisher, Outlook, and Access
- An Associate's degree and two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger, and financial reports preferred
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to operate calculator, computer, multi-line phone, fax, and copier
- Knowledge of computerized accounting, but must be able to do a manual set of books
- Knowledge of regulatory requirements of processing payroll, accounting transactions, and payroll returns
- Ability to communicate clearly and concisely (verbally and in writing) in English
- Must keep client, ministry, and donor matters strictly confidential, according to policy
- Ability to work independently with a minimum of supervision
- Must have excellent interpersonal skills
- Must consistently follow established policies, procedures and guidelines

This job description lists many of the tasks essential to the position; however responsibilities may be added, subtracted and/or changed by the Executive Director at his/her discretion.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For office use only:

☐ Copy given to employee on _____

☐ Original placed in employee file

Date of Hire: _____ Starting Wage: _____ Ending Wage: _____ Date of Termination: _____

Notes: _____

03/15 AJA